



Chandler • Arizona
Where Values Make The Difference

Civil Engineering Minor Land Division Review Checklist

Log No _____

Project:	
Location:	

Legend	
/	Requirement satisfied.
O	Requirement not satisfied.
?	Unable to determine status, more information is required.
X	Not applicable.

Review #	Reviewed By	Date
1		
2		
3		
4		
5		

The requirements referred to on the checklist can be found in the City's Zoning Code and Technical Design Manuals.

Item	Requirement	Comments
1.	The improvement plans must be fully approved before minor land division approval.	
2.	Substitute "community association", "property owners association" or "unit owners association" for "homeowners association" where appropriate throughout this checklist, including those items that must appear on the minor land division. Homeowners association and community association usually apply to a residential development. Property owners association usually applies to a commercial or industrial development. Unit owners association usually applies to a condominium development whether residential, commercial or industrial in keeping with <i>Arizona Revised Statutes, Title 33 - Property, Chapter 9 - Condominiums</i> .	
3.	The substitutions noted in item 2 also apply to the Covenants, Conditions and Restrictions (CC&R's) and the document that establishes the association.	
4.	Submit the minor land division on 24" x 36" sheets (or as required).	

Item	Requirement	Comments
5.	The minimum allowable scale is 1" = 100'. Note the scale on each sheet.	
6.	The minimum height of all text and symbols must be 0.1" (one-tenth of one inch) and must be in full density black ink.	
7.	All official seals, stamps and signatures affixed to the minor land division must be in dark ink to ensure quality reproduction as required by the Maricopa County Recorder's Office.	
8.	Provide the City's log number in lower right-hand margin of all minor land division sheets as follows: C.O.C. Log No. _____	
9.	A key map is required on the cover sheet and must show all tracts, parcels and lots by number or letter. When the minor land division contains more than two sheets, the key map must define the area covered by each sheet and indicate the sheet number.	
10.	Show the minor land division name on all sheets of the minor land division.	
11.	Show the name, address, and telephone number of the subdivider on the cover sheet.	
12.	Show the following certification and the name, address, and registration number of the registered land surveyor preparing the minor land division on the cover sheet: THIS IS TO CERTIFY THAT THIS MINOR LAND DIVISION IS CORRECT AND ACCURATE AND THE MONUMENTS DESCRIBED HEREIN HAVE EITHER BEEN SET OR LOCATED AS DESCRIBED TO THE BEST OF MY KNOWLEDGE AND BELIEF. <div data-bbox="451 1388 743 1680" data-label="Image"> </div> <div data-bbox="297 1528 992 1564" data-label="Text"> <p>(Seal, date and signature of registered land surveyor)</p> </div> <div data-bbox="367 1703 919 1839" data-label="Text"> <p>(Name of registered land surveyor) Registered Land Surveyor No. _____ (Street address) (City, State, Zip code)</p> </div>	

Item	Requirement	Comments
13.	<p>Show the minor land division location as defined by its quarter section, section, township, range, principal meridian, county and state on the cover sheet.</p> <p>This minor land division is located in part or in total over a previously recorded plat. Include the appropriate record reference, e.g., plat name and Maricopa County recordation information, in the heading on the cover sheet and on the map sheet of the minor land division.</p>	
14.	<p>The land division must be titled as A Minor Land Division Map of (lot or parcel number of name of subdivision, if applicable), on the cover sheet. Example:</p> <p style="text-align: center;"> A MINOR LAND DIVISION MAP OF LOT 13 OF DESERT RANCH VISTA BOOK 123, PAGE 45, MCR A PORTION OF THE NORTHEAST QUARTER OF SECTION 30, T 2 S, R 6 E GILA AND SALT RIVER MERIDIAN, MARICOPA COUNTY, ARIZONA </p>	
15.	Show a metes and bounds legal description on the minor land division, or a recorded lot or tract with Maricopa County recording information.	
16.	Show a north arrow on each sheet.	
17.	Provide a vicinity map on the cover sheet. Show City limits if applicable. Label the City of Chandler, Town of Gilbert, other cities, Maricopa County, Pinal County and Gila River Indian Community wherever the project site abuts land that has not been incorporated by the City of Chandler.	
18.	Show gross area on cover sheet.	
19.	Provide a legend on the cover sheet.	
20.	Provide tract and parcel areas on the cover sheet.	
21.	Number all lots consecutively beginning with lot number 1. Letter all tracts and parcels consecutively beginning with tract/parcel "A". Label exception parcels.	
22.	Note the reservation of tracts or parcels that will be dedicated to the City with this minor land division. Also note their uses.	

Item	Requirement	Comments
23.	<p>Add this note, if applicable, to the minor land division:</p> <p>This minor land division shall comply with the Residential Development Standards dated May 23, 2002.</p> <p>The <i>Residential Guidelines for Planned Area Development</i> are also referred to as the Residential Development Standards, the Residential Design Standards, the Residential Diversity Standards, and the Diversity Standards.</p>	
24.	<p>Add the following note to the minor land division:</p> <p>Construction within utility easements shall be limited to utilities, fences and driveways.</p>	
25.	<p>Add the following note to the minor land division:</p> <p>No structures or vegetation of any kind that would impede the flow of water through the easements may be constructed, planted or allowed to grow within drainage easements.</p>	
26.	<p>An easement is dedicated for the exclusive use of water, sanitary sewer or both. Include the following note on the cover sheet or in the easement by separate instrument:</p> <p>In easements for the exclusive use of water, sanitary sewer or both, only ground cover and bushes are allowed to be planted within the easement area. No trees are allowed.</p>	
27.	<p>A dedication statement is required on the cover sheet. The dedication must include the following:</p> <p>A. The minor land division location as defined by its section, township, range, county and state.</p> <p>B. The attached specific language for an avigation easement if applicable.</p> <p>C. Statement about all easements shown on the minor land division:</p> <p>Easements to be dedicated as shown on this minor land division.</p> <p>D. Mention of the rights-of-way dedicated.</p> <p>E. Maintenance of landscaping statement:</p> <p>The maintenance of landscaping within the public right-of-way to back of curb shall be the responsibility of the abutting lot/tract/parcel owner.</p> <p>F. If items are platted as common property with an undivided interest owned in common by each lot</p>	

Item	Requirement	Comments		
32.	<p>All individuals, with the exception of City of Chandler representatives, signing the minor land division must have documentation authorizing them to do so.</p> <p>Any person signing the minor land division who is not an individual owner signing for oneself, must have authorization to act on behalf of the owner, whether the owner is a partnership, corporation or other entity. Submit a certified copy of a resolution by the Board of Directors authorizing the individuals signing the minor land division to act on its behalf, or submit other signatory evidence. Signatory evidence is often contained in the bylaws of the entity.</p>			
33.	<p>Add the following certification to the lower right corner of the cover sheet:</p> <p>This is to certify that in my opinion this minor land division meets all of the requirements of section 48-13 of the City Code and the application conforms to good land planning policies and all new lots, parcels and tracts created are suitable for the purpose for which they are platted.</p> <table><tr><td>Planning & Development Director</td><td>Date</td></tr></table> <p>The Planning & Development Director will not sign this certification until the following items have been completed:</p> <p>A. All conditions of approval have been complied with.</p> <p>B. All other certifications required on the minor land division have been duly signed.</p> <p>C. Any instruments for the required street right-of-way and utility easement dedications have been prepared, executed, and duly recorded.</p>	Planning & Development Director	Date	
Planning & Development Director	Date			
34.	<p>Add the following certification to the lower right corner of the cover sheet below the Planning & Development Director certification:</p> <p>This is to certify that all engineering conditions and requirements of the City Code have been complied with and that this minor land division is located within an area designated as having an assured water supply pursuant to Section 45-576, Arizona Revised Statutes.</p> <table><tr><td>City Engineer</td><td>Date</td></tr></table>	City Engineer	Date	
City Engineer	Date			

Item	Requirement	Comments
35.	<p>Add the following note to the cover sheet:</p> <p>A. If the common property is deeded to a homeowners association:</p> <p>All tracts not dedicated to the City of Chandler and all common areas shall be improved in accordance with approved plans and shall be deeded to the homeowners association.</p> <p>B. If the common property is owned in common, with an undivided interest by all lot owners:</p> <p>All tracts not dedicated to the City of Chandler and all common areas shall be improved in accordance with approved plans and shall be owned in common, with an undivided interest, by all lot owners of this subdivision. The common areas shall be included within the scope of the deeds transferring ownership of lots in this subdivision.</p>	
36.	<p>The following statement must appear in the dedication:</p> <p>A. If the common property is deeded to a homeowners association:</p> <p>Tracts ____, ____, and ____, (fill in blanks and include all applicable tracts) are not to be construed to be dedicated to the public, but are dedicated to (add name of homeowners association) for its use and enjoyment as more fully set forth in the Declaration of Covenants, Conditions and Restrictions. The homeowners association shall be responsible for the maintenance of the common areas.</p> <p>B. If the common property is owned in common, with an undivided interest by all lot owners:</p> <p>Tracts ____, ____, and ____, (fill in blanks and include all applicable tracts) are not to be construed to be dedicated to the public, but are common areas platted as common property with an undivided interest owned in common by each lot owner for lot owner use and enjoyment as more fully set forth in the Declaration of Covenants, Conditions and Restrictions. The homeowners association shall be responsible for the maintenance of the common areas.</p>	

Item	Requirement	Comments
37.	<p>The minor land division must contain a description of lot, parcel, and tract monumentation and include the statement:</p> <p style="text-align: center;">To be set at completion of mass grading.</p>	
38.	Separate survey ties to two section corners, or quarter section corners, are required. Define the type of monumentation at each tie.	
39.	Extend the land division boundary to the monument lines of adjacent streets, except where the ultimate street right-of-way has been previously dedicated on another plat and that plat has been recorded. This is to address the case where there may be ownership interest within the area shown as the existing right-of-way.	
40.	<p>Perimeter traverse data is required for the entire land division boundary.</p> <p>A. For tangents this consists of:</p> <ol style="list-style-type: none"> 1) Bearing. 2) Distance. <p>B. For curves this consists of:</p> <ol style="list-style-type: none"> 1) Radius. 2) Central angle. 3) Arc length. 4) Radial bearings on non-tangent curves. 	
41.	The land division boundary on the minor land division must match the boundary described in the title report. See item 63.	
42.	Boundary closure calculations are required with error of closure.	
43.	Lot and tract closure calculations are required. Each closure must show lot or tract number, error of closure, and area.	
44.	The basis of bearings given on the minor land division must be Maricopa County Recorder (MCR) record data. Show the appropriate MCR recordation information; e.g., book and page numbers or document, docket or instrument number.	
45.	The minor land division is within an Airport Impact Overlay District. An aviation easement is required on the minor land division. Specific language is attached.	
46.	Cul-de-sac/turn-around geometrics must meet City standards.	

Item	Requirement	Comments
47.	Triangular property line corner cutoffs are required at all alley intersections with another alley. A 10' x 10' triangular cutoff is required at each corner of 3-leg and 4-leg intersections and at the inside corner of 2-leg intersections. Triangular cutoffs at the intersection of an alley with a street are required where requested by the City.	
48.	Triangular property line corner cutoffs are required at all street intersections. A 20' x 20' triangular cutoff is required at each corner along arterial streets and where a major or primary collector street intersects another major or primary collector street. A 15' x 15' triangular cutoff is required at each corner of all other street intersections.	
49.	<p>Visibility easements based on a 30' x 30' sight visibility triangle must be shown on the minor land division and must comply with Figure 5 in the City's <i>Technical Design Manual 4 - Street Design and Access Control</i>. Include a sight visibility easement detail similar to Figure 5 on the minor land division. In the detail, the area actually encompassing the visibility easement must be labeled as such and not as a visibility triangle; the easement is not triangular. The visibility easements, to which the detail applies, on the map sheets of the minor land division must include reference to the detail. Visibility easements with or located by bearings, distances and curve data, as applicable, must be shown on the minor land division and must comply with Standard Details C-246, C-247 and C-248.</p> <p>A. Intersections (30' x 30' sight visibility).</p> <p>B. Corner lot.</p> <p>C. Key lot.</p> <p>D. Show the following note on minor land division in lieu of any other note shown in the items referenced above:</p> <p style="padding-left: 40px;">Visibility easement restrictions: Any object, wall, structure, mound or landscaping (mature) over 24" in height is not allowed within the visibility easement except trees trimmed to not less than 6' above the ground. Trees shall be spaced not less than 8' apart.</p>	
50.	<p>Show a vehicular non-access easement on the minor land division at the following locations:</p> <p>A. Lot abutting a retention basin.</p> <p>B. Lot abutting perimeter street right-of-way.</p> <p>C. Lot abutting a tract.</p>	
51.	Show all street centerline and property (parcel, tract, lot)	

Item	Requirement	Comments
	<p>line survey data.</p> <p>A. For tangents this consists of:</p> <ol style="list-style-type: none"> 1) Bearing. 2) Distance. 3) Total block length. <p>B. For curves this consists of:</p> <ol style="list-style-type: none"> 1) Radius. 2) Central angle. 3) Arc length. 4) Radial bearings on non-tangent curves for street centerlines. 5) Radial bearings on non-tangent curves or curve data for sub-arc measured to the intersecting line for parcel or tract boundary line. Only the sub-arc length is required where a lot line intersects a street right-of-way line. 	
52.	Curvilinear back lot lines are discouraged. Every effort must be made to avoid them.	
53.	All existing and proposed easements on adjacent property that also abut the minor land division boundary must be shown and labeled on the minor land division. Show the corresponding MCR recordation information for the existing easements.	
54.	Show on the minor land division the names of all adjacent subdivisions and other land divisions, along with the corresponding MCR recordation information, and the property lines that intersect the minor land division boundary. Unsubdivided property must be noted as such.	
55.	<p>Show street names correctly on the minor land division:</p> <p>A. Name.</p> <p>B. Spelling.</p> <p>C. Check mylar.</p> <p>Street names must be correct on mylars submitted for final approval. Incorrect street names will be cause for rejection of the final submittal.</p>	
56.	Show and label on the minor land division all easements, i.e., drainage, utility, vehicular non-access, etc., being dedicated with this minor land division.	
57.	Existing rights-of-way and all rights-of-way being dedicated must be clearly shown, labeled (e.g., R/W) and dimensioned. All rights-of-way that expand on existing dedicated rights-of-way, as well as the existing rights-of-way to the monument lines of adjacent streets, must be included within in the minor land division boundary.	

Item	Requirement	Comments
58.	<p>Additional right-of-way is required:</p> <ul style="list-style-type: none"> A. Seventy-five feet right-of-way, arterial to arterial, per Standard Detail C-223. B. Deceleration lane right-of-way per Standard Detail C-224. 	
59.	<p>The street construction centerline and the monument line are not the same. The proposed right-of-way dedication must comply with the approved transportation plan.</p>	
60.	<p>All existing easements and rights-of-way within the minor land division boundary, as well as the existing easements and rights-of-way to the monument lines of adjacent streets, must be shown and labeled on the minor land division along with the corresponding MCR recordation information.</p>	
61.	<p>Easements must be abandoned and the following items are required:</p> <ul style="list-style-type: none"> A. A letter from the utility companies agreeing to the abandonment. B. A legal description and MCR recordation information. C. The following statement, if applicable, above the Planning & Development Director certification: <p style="margin-left: 40px;">By acceptance of this minor land division, the City of Chandler agrees to the vacation or abandonment of the easements described or shown hereon as being vacated or abandoned.</p> 	

Item	Requirement	Comments
62.	<p>Existing right-of-way must be abandoned and the following items apply:</p> <ul style="list-style-type: none"> A. The City Engineer must approve the abandonment. B. The City Attorney must approve the abandonment. C. A vacation plat must be prepared by an RLS for approval by City Council by Ordinance. D. The following certification is required on the cover sheet of all vacation plats: <p>THIS VACATION AND ABANDONMENT WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF CHANDLER, ARIZONA PER ORDINANCE NO. _____ ON _____, 20_____</p> <p>BY:</p> <p>_____ MAYOR DATE</p> <p>ATTEST:</p> <p>_____ CITY CLERK DATE</p> <ul style="list-style-type: none"> E. Application and appraisal fees must be paid. 	
63.	<p>Submit a current, not older than six months, title report and a copy of all items listed in Schedule B pertaining to easements, rights-of-way, and CC&R's as well as a copy of any other Schedule B items requested by the City.</p> <ul style="list-style-type: none"> A. The metes and bounds legal description must include all land being platted and must include all land to adjacent monument lines. B. Title report must disclose all holders of rights, title or interest in all existing wells within the platted boundary of this minor land division. C. The report must be on current condition of title, not as it will exist after the minor land division is recorded. D. The title company must be made aware that there is a plat involved and that they will be picking up the mylars for recording. Title companies review plats, and their requirements must be met. 	

Item	Requirement	Comments
64.	<p>Submit CC&R's or amended CC&R's that comply with Chapter 40 of the City Code. The following items, some being more fully explained in Chapter 40, must be satisfied:</p> <ul style="list-style-type: none"> A. CC&R's are not generic CC&R's but are those that will actually be recorded for the property being platted. B. Common property is free and clear of encumbrances; the developer has not retained any interest in common areas. C. Common property is deeded either to a homeowners association (HOA) or in common to lot owners. D. If an HOA is established: <ul style="list-style-type: none"> 1) HOA is granted authority to collect maintenance funds. 2) Owners who benefit from common areas are automatically made members of the HOA. 3) HOA must be given enforcement authority. 4) City is authorized to maintain common areas if the HOA, or others, fail to do so, and the City is given the right to assess members for expenses. 5) City is given authorization to enter the property to perform maintenance. 6) Forbids the amending of provisions in the CC&R's concerning the City's right to maintain and collect expenses from lot owners. 7) Forbids the dissolving of the HOA unless another entity has agreed to take over maintenance of common areas. E. If an HOA is not established, the requirements noted in item D above must be transferred to the lot owners in common. F. Restrictions on easements or common areas do not conflict with the City's intended use of the property. 	
65.	Provide an ALTA survey map.	
66.	At the time the minor land division is submitted for approval, provide a 3½" floppy disk or a compact disk containing the drawing (DXF or DWG format) of the minor land division. The preferred format is AutoCAD Version 14 or 2000.	

Item	Requirement	Comments
67.	<p>Provide for review a Phase I Environmental Site Assessment in compliance with the City of Chandler criteria and ASTM E 1527 (current form) <i>Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process</i>. The Phase I ESA must include a records search for both VEMURs and DEURs.</p> <p>Submit an original updated Phase I Environmental Site Assessment, naming the City as beneficiary and no older than 90 days, with the minor land division mylars at the time of minor land division approval.</p>	
68.	<p>The minor land division must provide private cross access easements for:</p> <ul style="list-style-type: none"> A. Potable water. B. Sanitary sewer. C. Fire line. D. Pedestrian access. E. Vehicular access. F. Drainage. 	
69.	The minor land division must provide for emergency vehicular access.	
70.	A Reclaimed Water Use Agreement is required.	

Notice to Engineer/Surveyor/Developer:

After staff approval, provide the following:

- A. Three original 4-mil photomylars of the minor land division with original signatures to the City for execution.
- B. One original of the CC&R's with original signatures.
- C. One original of a title report, not older than two weeks from the date the minor land division is submitted to the City.
- D. In an original letter addressed to the City and copied to the developer, the title company must provide recordation instructions, provide the name and telephone number of the title company representative, and make a statement that the title company will record the minor land division and, if applicable, all documents listed in the recordation instructions. The recordation instructions must list all items that will be recorded for the subdivision and the order in which the items will be recorded. The usual sequence of recordation is minor land division, CC&R's and separate instruments for items such as easement and right-of-way dedication. The title company must explain any deviation from the usual recordation sequence. The City will contact the title company for pickup and recordation of the documents by the title company. **The City will not release the recordation documents to the developer or the engineer.** One mylar of the minor land division with legible Maricopa County recordation information must be delivered to the City.
- E. One (1) original copy of the Phase I Environmental Site Assessment in compliance with ASTM E 1527 (current form) *Standard Practice For Environmental Site Assessments: Phase I Environmental Site Assessment Process*, not older than ninety (90) days, naming the City of Chandler as beneficiary.
- F. Payment of all due buy-ins.

If items A through F are not complied with, the entire minor land division submittal will be returned to the applicant for compliance.

The minor land division will not be approved or recorded until a Reclaimed Water Use Agreement, if applicable, is executed by the developer and approved by the City. Projects south of the monument line of Pecos Road lie within the reclaimed water service area.

Please return this checklist with the next plan submittal

City Use Only

- 1. Buy-ins paid?
- 2. Offsite Agreement?